CONTRACT AND ENCUMBRANCE INFORMATION SHEET ***AN ORIGINAL AND 1 COPY OF THIS FORM MUST BE SUBMITTED***

THIS SHEET MUST BE COMPLETED, SIGNED BY THE DEPARTMENT HEAD AND DIVISION DIRECTOR AND ATTACHED TO ALL CONTRACT AND RESOLUTION PACKETS BEFORE ANY ACTION WILL BE TAKEN.

ACTION WILL BE TAKEN.	
1.	Department Requesting Services: ROADS & BRIDGES DEPARTMENT
2.	Preparer's Name, Telephone #, and E-Mail Address:
	CINDY KIRKLAND 379-4419 CINDY.KIRKLAND@SHELBYCOUNTYTN.GOV
3.	DESCRIPTION OF ITEM TO BE PURCHASED, BUILT, OR SERVICE TO BE PROVIDED:
	2008-09 Asphalt RESURFACING PROGRAM
4.	NAME, ADDRESS, VENDOR NUMBER/CONSULTANT/AGENCY WHICH SHELBY COUNTY WILL BE CONTRACTING: STANDARD CONSTRUCTION COMPANY
	P.O. BOX 38289 GERMANTOWN, TN 38183
	VENDOR NO. 68970
5.	COST OF ITEM OR SERVICE REQUESTED: \$908,249.77
6.	TERM OF PROPOSED CONTRACT/AGREEMENT: 90 CALENDAR DAYS
0.	TERM OF PROPOSED CONTRACT/AGREETENT. 50 CALENDAY DATE
7.	FUND, ORG, AND ACCOUNT NUMBER (13 DIGITS) **FOR MULTIPLE ACCOUNTS, PLEASE SPECIFY DOLLAR AMOUNT FOR EACH**
	071-301003-7024, ROAD DEPARTMENT ROAD RESURFACING CONTRACT COMMODITY CODE:
9.	VENDOR/CONSULTANT/AGENCY SELECTED BY (CHECK ONE): **PLEASE ATTACH APPROVAL DOCUMENTS**
	a. X Bid/RFP Process - # & Date RFP# 09-011-28 BID DATE 12/9/08 b. Emergency/Sole Source
10.	LOSB/MBE INFORMATION: Please check the appropriate description
	MBE (MINORITY OWNED BUSINESS ENTERPRISE)
	WBE (WOMEN OWNED BUSINESS ENTERPRISE)
	LOSB (LOCALLY OWNED SMALL BUSINESS)
	ANNUAL SALES DOES NOT EXCEED \$3 MILLIONN/A
11.	SPECIAL INSRUCTIONS (ROUTING, FUNDING, BUDGET TRANSFER IN PROCESS)
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REVI	EWED AND APPROVED BY: (Album Fanon 21/3
	DEPARTMENT MEAD DATE
	DIVISION DIRECTOR DATE